

**Report Date:** 25 Feb 2014

**Summary Report for Individual Task**  
**805A-36B-1016**  
**Prepare Commercial Vendor Services Vouchers for Payment**  
**Status: Approved**

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DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

**Condition:** You have a requirement to process a RoutineCommercial Vendor ServicesVoucher for payment and access to all applicable regulations, policies, forms, systems, and equipment. This task should not be trained in MOPP.

**Standard:** Process a RoutineCommercialVendorServicesVoucher for payment without error. 1. Receive all incoming documents in the control section. 2. Check documents for required information and validity. 3. Match the documents with the corresponding contract folder. 4. Update the bills register cards by recording information from the Contract, Purchase Order, Invoice and Receiving Report. 5. Place documents in the appropriate maintenance file. 6. Retrieve a documentation packet. 7. Determine if the documentation packet is complete. 8. Determine which payment to make first. 9. Determine the Payment Due Date (PDD) and amount of the payment. 10. Initiate the payment voucher. 11. Initiate a payment voucher for a SF 44 purchase. 12. Forward the payment voucher, with supporting documentation for verification.

**Special Condition:** None

**Safety Level:** Low

**MOPP:** Never

<b>Task Statements</b>
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**Cue:** Given a requirement to prepare accounts payable documents for timely payments to vendors.

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** None

**Notes:** None

### **Performance Steps**

1. Receive all incoming documents in the control section.
  - a. Sorted documents by type.
  - b. Date stamped all documents as they are received.
2. Check documents for required information and validity.
  - a. Ensure procurement documents have the correct:
    - (1) Contract or purchase order number.
    - (2) Signatures, if required.
    - (3) Accounting classification(s).
  - b. Ensure the receiving report acceptance of goods block is complete.
3. Match the documents with the corresponding contract folder.
  - a. Each document is the correct document required.
  - b. Each document has the correct contract number.
4. Update the bills register cards by recording information from the:
  - a. Contract or purchase order.
  - b. Invoice.
  - c. Receiving report.
5. Place documents in the appropriate maintenance file.
  - a. Document awaiting file.
  - b. Central contract file.
  - c. Ready to disburse file.
6. Retrieve a documentation packet for payment from the maintenance file.
7. Determine if the documentation packet is complete.
  - a. Ensure the purchase agreement is included. The purchase agreement will be one of the following:
    - (1) Solicitation, Offer and Award, SF 33.
    - (2) Order for Supplies or Services, DD Form 1155.

(3) Solicitation/Contract/Order for Commercial items, SF1449.

b. Ensure the receiving report is included. The receiving report will be one of the following:

(1) Copy 8 of the DD Form 1155.

(2) Material Inspection and Receiving Report, DD Form 250.

c. Ensure the invoice from the vendor is included.

d. Take action to obtain the missing documents when required.

8. Determine which payments must be made first. Prioritize the payments by payment due date (PDD) or per unit standard operating procedure (SOP).

a. Make all payments requiring interest first.

b. Pay the vendors that offer discounts the government is able to take.

c. Pay the net 30 payments by due date to avoid paying interest charges.

9. Determine the PDD and amount of the payment.

a. Pay for goods actually received and accepted. Compare the receiving report with the invoice to ensure what is billed for has been received and accepted.

b. Do not exceed the contracted unit price, number of items, or total amount.

c. Pay the amount stated on invoice when it is advantageous to the government (unless it is the result of a math error).

d. Pay for freight when freight is authorized to be paid on the contract.

e. Accept all discounts. The PDD for discounts is calculated by adding the number of days in the discount terms to the date of the invoice. Apply the discount percentage against the invoice amount (after correcting any math errors).

f. Compute the acceptance of goods (AOG) date.

(1) The AOG date refers to the inspection or "OK" of the goods or services provided.

(2) The AOG is determined by taking the earliest of either the actual date of acceptance or constructive acceptance date.

(3) The actual acceptance date is the specific date the receiving activity received the goods or services, as annotated on the receiving report.

(4) The receipt of goods (ROG) date refers to when the good or service is in the possession of the receiving activity (This is also known as delivery of goods). This date is annotated on the receiving report.

(5) The constructive acceptance date is determined by adding 7 days to the ROG date. If there is only one date on the receiving report, it is used as the ROG date.

g. The PDD is computed by adding the number of days in the terms to the later of the date of acceptance of goods and date the invoice is received in the billing office. Use the terms most advantageous to the government if the terms of the invoice differ from those on the contract.

h. Pay interest for late payments. (Do not pay if less than \$1.00.)

(1) If the expected check payment date (ECPD) is after the net 30 day mark, interest is owed.

(2) Compute the number of days late by subtracting the PDD from the ECPD.

(3) If the number of days the payment is late is less than 30, compute the amount owed using simple interest.

(4) If the payment is more than 30 days late, compute the amount due using compound interest.

i. Determine the status of the payment.

(1) Final payment. The receiving report is marked final. All the goods or services agreed to in the contract have been received and billed for.

(2) Partial payment. The receiving report is marked partial. Some of the goods or services agreed to in the contract have been received and/or billed for.

10. Initiate the payment voucher.

a. Prevalidate the payment (IAW DoDFMR Vol 10 080203).

b. Complete a DD Form 1155 as the payment voucher.

(1) Complete block 29 for any interest payments, discounts taken, or invoice errors.

(2) Place your initials in block 30.

(3) Put the amount of the payment in block 31.

c. Complete a SF 1034 as the payment voucher.

(1) Use the SF 1034 when the contract is on a SF 33 or when a previous payment made on a DD Form 1155 is a partial payment.

(2) Enter the current date in the "Date Voucher Prepared" block.

(3) Enter the contract number and date from the purchase agreement in the "Contract Number and Date" block.

(4) Enter the payee's name and address from the purchase agreement in the "Payee's Name and Address" block.

(5) Enter the date the invoice is received in the "Date Invoice Received" block.

(6) Enter the payment terms used to compute the payment in the "Discount Terms" block.

(7) Enter the word "none" in the "Payee's Account Number" block.

(8) Enter the invoice number and date in the "Number and Date of Order" block.

(9) Enter the receiving report number and date in the "Date of Delivery or Service" block.

(10) Enter in the "Articles or Services," "Quantity," and "Unit Price" blocks all the articles or services billed and their respective quantity and price. If there are too many articles or services to list, annotate with the standard statement "per detailed bill herewith attached dated DDMMYY" (where DD is the invoice day, MM is the invoice numeric month, and YY is the last two digits of the invoice year).

(11) Put the PDD in the "Articles or Services" block.

(12) Enter in the "Amount" block the amounts computed by multiplying the "Quantity" by the "Unit Price."

(13) Enter in the "Total" block the amount computed by adding all the amounts in the "Amount" block.

(14) Annotate in the "Differences" block any discount taken, interest charged, or invoice errors.

(15) Enter in the "Accounting Classification" block the accounting classifications and the corresponding amounts. Verify the accounting classifications against the purchase agreement.

(16) Enter in the "Amount Verified Correct For" block the amount computed by subtracting or adding the amounts in the "Differences" block from/to the amount in the "Total" block.

(17) Annotate the correct type of payment in the "Payment" block. For partial payments, annotate the payment number.

(18) Initial in the "Signature or Initials" block.

(19) Place the signature block for the certifying officer in the certifying officer block.

11. Initiate a payment voucher for a SF 44 purchase.

a. Receive copies 1 and 3 of a SF 44 purchase.

(1) Copy 1 is the purchase agreement and invoice.

(2) Copy 3 is the receiving report.

b. Determine if the purchase is valid. The purchase is valid if it meets the following three conditions:

(1) The transaction does not exceed micro-purchase threshold as established by FAR 2.101.

(2) The supplies or services are immediately available.

(3) There is only one delivery and one payment.

c. Determine the Payment Due Date (PDD).

(1) For meat or meat-products, add 7 days to the receipt of goods (ROG) date to compute the PDD.

(2) For dairy or agricultural commodities, add 10 days to the ROG date to compute the PDD.

(3) If a discount is offered, add the number of days in the discount to the date of invoice to compute the PDD.

(4) If no discount is offered or the discount PDD is past:

(a) Add 30 days to the date in the seller's portion of the SF 44 to compute the PDD.

(b) Add 30 days to the later date of the date of a separate invoice and the ROG date to compute the PDD.

d. Complete a SF 1034 as the payment voucher (Performance steps 5c above)

12. Forward the payment voucher with supporting documentation for verification.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

**Evaluation Preparation:** This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Received all incoming documents in the control section.			
a. Sorted documents by type.			
b. Date stamped all documents as they are received.			
2. Checked documents for required information and validity.			
a. Ensured procurement documents have the correct:			
(1) Contract or purchase order number.			
(2) Signatures, if required.			
(3) Accounting classification(s).			
b. Ensured the receiving report acceptance of goods block is complete.			
3. Matched the documents with the corresponding contract folder.			
a. Each document is the correct document required.			
b. Each document has the correct contract number.			
4. Updated the bills register cards by recording information from the:			
a. Contract or purchase order.			
b. Invoice.			
c. Receiving report.			
5. Placed documents in the appropriate maintenance file.			
a. Document awaiting file.			
b. Central contract file.			
c. Ready to disburse file.			
6. Retrieved a documentation packet.			
7. Determined if the documentation packet was complete.			
a. Ensured the purchase agreement was included.			
b. Ensured the receiving report was included.			
c. Ensured the invoice was included.			
d. Took action to obtain any missing documents.			
8. Determined which payments were to be made first.			
<b>Note :</b> Prioritized the payments by payment due date (PDD) or per unit standard operating procedure (SOP).			
a. Made all payments requiring interest first.			
b. Paid the vendors that offered discounts the government was able to take.			
c. Paid the net 30 payments by due date to avoid paying interest charges.			
9. Determined the PDD and amount of the payment.			
a. Paid for goods actually received and accepted. Compared the receiving report with the invoice to ensure what was billed for was received and accepted.			
b. Did not exceed the contracted unit price, number of items, or total amount.			
c. Paid the amount stated on invoice when it was advantageous to the government (unless it was the result of a math error).			
d. Paid for freight when freight was authorized in the contract.			
e. Accepted all discounts. The PDD for discounts was calculated by adding the number of days in the discount terms to the date of the invoice. Applied the discount percentage against the invoice amount (after correcting any math errors).			
f. Computed the AOG date.			
g. Computed the PDD by adding the number of days in the terms to the later of the date of acceptance of goods and date the invoice was received in the billing office. Used the terms most advantageous to the government if the terms of the invoice differed from the purchase agreement.			
h. Paid interest for late payments. (Did not pay if less than \$1.00.)			
i. Determined the status of the payment.			
10. Initiated the payment voucher.			
a. Prevalidated payment (IAW DoDFMR Vol 10 080203).			
b. Completed a DD Form 1155 as the payment voucher by:			



(1) Completing block 29 for any interest payments, discounts taken, or invoice errors.			
(2) Placing your initials in block 30.			
(3) Putting the amount of the payment in block 31.			
c. Completed a SF 1034 as the payment voucher by:			
(1) Using the SF 1034 when the contract was on a SF 33, SF 1449, or when a previous payment made on a DD Form 1155 was a partial payment.			
(2) Entering the current date in the "Date Voucher Prepared" block.			
(3) Entering the contract number and date from the purchase agreement in the "Contract Number and Date" block.			
(4) Entering the payee's name and address from the purchase agreement in the "Payee's Name and Address" block.			
(5) Entering the date the invoice was received in the "Date Invoice Received" block.			
(6) Entering the payment terms used to compute the payment in the "Discount Terms" block.			
(7) Entering the word "none" in the "Payee's Account Number" block.			
(8) Entering the invoice number and date in the "Number and Date of Order" block.			
(9) Entering the receiving report number and date in the "Date of Delivery or Service" block.			
(10) Entering in the "Articles or Services," "Quantity," and "Unit Price" blocks all the articles or services billed and their respective quantity and price. If there were too many articles or services to list, annotated with the standard statement "per detail."			
(11) Putting the PDD in the "Articles or Services" block.			
(12) Entering in the "Amount" block the amounts computed by multiplying the "Quantity" by the "Unit Price."			
(13) Entering in the "Total" block the amount computed by adding all the amounts in the "Amount" block.			
(14) Annotating in the "Differences" block any discount taken, interest charged, or invoice errors.			
(15) Entering in the "Accounting Classification" block the accounting classifications and the corresponding amounts. Verified the accounting classifications against the purchase agreement.			
(16) Entering in the "Amount Verified Correct For" block the amount computed by subtracting or adding the amounts in the "Differences" block from/to the amount in the "Total" block.			
(17) Annotating the correct type of payment in the "Payment" block. For partial payments, annotated the payment number.			
(18) Initialing in the "Signature or Initials" block.			
(19) Placing the signature block for the certifying officer in the certifying officer block.			
11. Initiated a payment voucher for a SF 44 purchase.			
a. Received copies 1 and 3 of a SF 44 purchase.			
(1) Copy 1 is the purchase agreement and invoice.			
(2) Copy 3 is the receiving report.			
b. Determined if the purchase is valid. The purchase is valid if it meets the following three conditions:			
(1) The transaction does not exceed the micro-purchase threshold as established by FAR 2.101			
(2) The supplies or services are immediately available.			
(3) There is only one delivery and one payment.			
c. Determined the PDD.			
(1) For meat or meat-products, add 7 days to the receipt of goods (ROG) date to compute the PDD.			
(2) For dairy or agricultural commodities, add 10 days to the ROG date to compute the PDD.			

(3) If a discount was offered, added the number of days in the discount to the date of invoice to compute the PDD.			
(4) If no discount was offered or the discount PDD is past.			
(a) Added 30 days to the date in the seller's portion of the SF 44 to compute the PDD.			
(b) Added 30 days to the later date of the date of a separate invoice and the ROG date to compute the PDD.			
d. Completed a SF 1034 as the payment voucher (Performance steps 5c above)			
12. Forwarded the payment voucher with supporting documentation for verification.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
10.	DFAS-IN REG 37-1	Finance and Accounting Policy Implementation.	Yes	No
10.	DODFMR 7000.14-R, VOL 10	Department of Defense Financial Management Regulation, Volume 10, Contract Payment Policy and Procedures	Yes	No
11.	DFAS-IN REG 37-1	Finance and Accounting Policy Implementation.	Yes	No
11.	DODFMR 7000.14-R, VOL 10	Department of Defense Financial Management Regulation, Volume 10, Contract Payment Policy and Procedures	Yes	No
6.	DFAS-IN REG 37-1	Finance and Accounting Policy Implementation.	Yes	No
6.	DODFMR 7000.14-R, VOL 10	Department of Defense Financial Management Regulation, Volume 10, Contract Payment Policy and Procedures	Yes	No
7.	DFAS-IN REG 37-1	Finance and Accounting Policy Implementation.	Yes	No
7.	DODFMR 7000.14-R, VOL 10	Department of Defense Financial Management Regulation, Volume 10, Contract Payment Policy and Procedures	Yes	No
8.	DFAS-IN REG 37-1	Finance and Accounting Policy Implementation.	Yes	No
8.	DODFMR 7000.14-R, VOL 10	Department of Defense Financial Management Regulation, Volume 10, Contract Payment Policy and Procedures	Yes	No
9.	DFAS-IN REG 37-1	Finance and Accounting Policy Implementation.	Yes	No
9.	DODFMR 7000.14-R, VOL 10	Department of Defense Financial Management Regulation, Volume 10, Contract Payment Policy and Procedures	Yes	No

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Risk

Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :**

Task Number	Title	Proponent	Status
805A-APA-8203	Identify the Elements of Fiscal Code	805A - Financial Management (Individual)	Delete
805A-APA-8204	Implement Provisions of the Prompt Payment Act	805A - Financial Management (Individual)	Delete

**Supported Individual Tasks :**

Task Number	Title	Proponent	Status
	Created from Template from 805A-36B-3520	805A - Financial Management (Individual)	Proposed
805A-36B-3024	Certify Commercial Vendor Services (CVS) Vouchers	805A - Financial Management (Individual)	Approved
805A-36B-3520	Certify Accounts Payable Vouchers	805A - Financial Management (Individual)	Approved
805A-36B-2027	Audit Commercial Vendor Services (CVS) Payments	805A - Financial Management (Individual)	Approved
805A-36A-7024	Manage Commercial Vendor Services (CVS) Operations	805A - Financial Management (Individual)	Approved

**Supported Collective Tasks :** None

**ICTL Data :**

ICTL Title	Personnel Type	MOS Data
36B - Financial Management Technician - SL1	Enlisted	MOS: 36B, Skill Level: SL1